



Generating the Report

This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

Classic View: Point of Sale > Reports > Cashier Report

Search Terms: Cashier

The Cashier Report can print daily, period or monthly transaction information for the selected terminals. This report can be used by an administrator/manager for reconciliation purposes, including review of a cashier's drawer to verify overages or shortages.

≡	Infinite Contraction Campus						
Cashier Report ☆ Food Service > Reports > Cashier Report							
Cashier Report							
This report prints a daily, period, or monthly transaction information for Cashiers to reconcile their drawer.							
Sum Date	Immary Type Daily Period Month Date 08/25/2020 Transaction Date Post Date Show Which POS would you like to include in the report? (CTRL-click or SHIFT-click for multiple selection) AI POS Terminals POS-012 Area Learning Center CAFETERIA SERVE CLASS SERVE POS-006 POS-007 POS-008 Control POS-008 Control Contread Control Control						
Repo	Select an export format. POS-009 POS-013 ort Format • PDF report • Comma Separated Values (CSV) Generate Report Submit to Batch						
Cashier Report Editor Example							

Generating the Report

- 1. Determine the **Summary Type** desired for the report.
- 2. Enter the **Date** for the report.

The current date is entered automatically. Depending on the summary type chosen, the



report looks at transactions for the entered date ("Daily" option), a date range ("Period" option) or a selection of dates ("Month" option).

- 3. Select a **Date Type**. "Transaction Date" is the day on which the event occurred (items were purchased). The "Post Date" is the day the information was recorded on the patron's account through the server.
- 4. Mark the Show checkbox if you want to include the Transaction Detail in the report.
- 5. Select the **POS Terminal** to include on the report. All terminals can be selected, but be aware that doing so may increase report generation time.
- 6. Select whether the report results should be generated as a **PDF** or **CSV**.
- 7. Click the **Generate Report** button OR the **Submit to Batch** button.

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Report**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

The report generates in PDF or CSV format, listing the patron's name, account number and the amount of transaction. The report is sorted by POS name.

POS Summary Cash Payments Check Payments Cash Returned Drawer Total POS-1 Harrison High \$3.00 \$0.00 \$0.00 \$3.00 HHS-1 Harrison High \$100.00 \$0.00 \$100.00 \$100.00 AES-1 Arthur Elementary \$35.00 \$0.00 \$0.00 \$138.00 Total \$138.00 \$0.00 \$0.00 \$138.00 \$100.00	100 Plainview Schools District Generated on 02/14/2017 11:16:27 AM Page 1 of 4		Cashier Report Period: 05/1/2016-12/30/2016 Date Type: Transaction Date All POS			
POS-1 Harrison High \$3.00 \$0.00 \$3.00 HHS-1 Harrison High \$100.00 \$0.00 \$100.00 AES-1 Arthur Elementary \$35.00 \$0.00 \$0.00 \$35.00 Total \$138.00 \$0.00 \$0.00 \$138.00 \$138.00 \$100.00	POS Summary POS	School	Cash Payments	Check Payments	Cash Returned	Drawer Total
HHS-1 Harrison High \$100.00 \$0.00 \$100.00 AES-1 Arthur Elementary \$35.00 \$0.00 \$35.00 Total \$108.00 \$0.00 \$100.00 \$100.00	POS-1	Harrison High	\$3.00	\$0.00	\$0.00	\$3.00
AES-1 Arthur Elementary \$35.00 \$0.00 \$35.00 Total \$138.00 \$0.00 \$138.00	HHS-1	Harrison High	\$100.00	\$0.00	\$0.00	\$100.00
Total \$138.00 \$0.00 \$0.00 \$138.00	AES-1	Arthur Elementary	\$35.00	\$0.00	\$0.00	\$35.00
	Total		\$138.00	\$0.00	\$0.00	\$138.00

Cashier Report Example